Vendor Data Standard
May 10 Questions & Responses

1.   (VDSS) Fiscal Vendor vs Procurement Vendor
   - All included in eVA?
   - Timeline?
   - Includes Grantees?

   RESPONSE: The Vendor Data Standard defines Procurement Vendors and Fiscal Vendors as follows:

   Procurement Vendor: A Procurement Vendor is an individual, public body, or business that desires to sell goods or services to the Commonwealth.

   a. **Self Registered Vendor**: Is a Procurement Vendor that has entered into a registration agreement to participate in the Commonwealth's enterprise procurement processes.
   b. **State Entered Vendor**: Is a Procurement Vendor that has not entered into a registration agreement to participate in the Commonwealth's enterprise procurement processes but has been entered into eVA by the Commonwealth.

   Fiscal Vendor: An entity who requires payment who is not a procurement vendor.

   Fiscal Vendors will not be included in eVA.. All Self-Registered Procurement Vendors are currently included in eVA. Prior to July 1, 2010 each of the Self-Registered Procurement Vendors will have a valid Vendor Location Standard Name in eVA. State Entered Vendors will be available in eVA by December 31st. Grantees are only included in eVA if they are also Procurement Vendors.

2.   (VDSS) Since grantees are considered Fiscal Vendors, will the agency still be responsible for getting their W-9 information?

   RESPONSE: It is not accurate that all "grantees are considered Fiscal Vendors". For additional information related to the awards of grants by agencies and institutions, see Section 14.9.b.11 of the Agency Procurement and Surplus Property Manual (APSPM), Section 2.2-4300 of the Virginia Public Procurement Act, or contract the DPS Account Executive assigned to your agency.

   Agencies and Institutions will be required to get W-9 information for all vendors that are only Fiscal Vendors. If a vendor is both a Procurement and Fiscal Vendor then by December 31st, eVA will have the W-9 information.

3.   VDSS is in the process of implementing a new statewide Child Care System. When this system is implemented, VDSS will begin making payments directly to child care providers who provide child care to VDSS clients. Are these child care providers considered Fiscal Vendors?

RESPONSE: If such payments are made as the result of a contract between the agency or institution and a nongovernmental source, the provisions of the Virginia Public Procurement Act apply, unless otherwise specifically exempted, and the "child care provider" would be considered a Procurement Vendor as defined in the Vendor Data Standard.

Virginia Public Procurement Action § 2.2-4300. Short title; purpose; declaration of intent. –
A.   This chapter may be cited as the Virginia Public Procurement Act.
B.   The purpose of this chapter is to enunciate the public policies pertaining to governmental procurement from nongovernmental sources, to include governmental procurement that may or may not result in monetary consideration for either party. This chapter shall apply whether the consideration is monetary or nonmonetary and regardless of whether the public body, the contractor, or some third party is providing the consideration.

4.   (VDSS) Are payments to government entities considered Fiscal Vendors?

RESPONSE: For purposes of the Vendor Data Standard, Procurement Vendors include Government Entities that are designated by the code of Virginia as mandatory sources for purchases of goods and services by state agencies and institutions. Examples include VDC, VITA, VCE, VIB, etc.

A decision as to whether other government entities are Procurement Vendors will be made prior to December 31, 2010.

5.   (VCU) We see how Jan is using the IRS files to identify the correct legal/standard name, and see the VLIN being used to identify different locations for ordering and remitting. We're trying to understand if there would ever be a situation where the vendor standard name would be different for a single vendor who has multiple vendor LOCATIONS?

From the data side, it seems like the different locations would all point back to the same TIN, which would yield 1 vendor standard name. But the flavor of the data standards seemed to suggest that the name could be different by location. It also is hard to imagine us cutting checks to IBM-Atlanta instead of IBM. What do you think? (In Banner the entity name is stored "up" at the entity/TIN level, not at the individual address level.)

RESPONSE: Yes, there could be situations where different LOCATIONS for the same Tax Id would have different standard names. This will require separate validated W-9 information to be captured in the vendor's eVA account. An example of this could be Richmond Times and Roanoke Times both of which fall under the same Tax ID as Media General. So eVA would have three location

records for this Tax ID: one for Media General, one for Richmond Times and one for Roanoke Times. For most multi-location vendor situations that Location Standard Name will most likely be the same for each location. For the IBM-Atlanta example, the Location Standard Name would be "IBM" while the Location Name would be "IBM-Atlanta". This allows for buyers to distinguish the location easily while also controlling the standard name to be used for payments and procurements and APA reporting.

6. (DOLI/DCR) I'm concerned about using eVA data to submit payment information to CARS. I've been combing through the on-line CAPPS Manual, and I can't find any reference that indicates the rules have changed allowing use of hyphens or ampersands in Vendor data. In fact, the only reference most particularly says that those characters are <u>not allowed</u>.

   RESPONSE: The latest information we have received from the DOA programmers is that the following characters are allowed in the CARS Vendor Name field:
   -0123456789ABCDEFGHIJKLMNOPQRSTUVWXYZ/&, . #* % @ $'

7. (DOLI/DCR) And the eVA Address fields are way too large to submit to CARS. Even the eVA Zip Code is one character too large for CARS. So how is eVA data ever going to be usable for submitting Vendor payment information?

   RESPONSE: eVA currently has few payment addresses. There will be an initial data load of CARS payment addresses into eVA, which will conform to the CARS field lengths. Modifications are being made to eVA prior to July 1 to limit the lengths on address line 1 and address line 2 to 32 characters on payment addresses. We will revise the draft documentation of the 030A file to include field lengths that conform to the Vendor Data Standard and descriptions that explain about system edits that will further limit the length of the fields for payment address.

8. (DOLI/DCR) The eVA Interface File Layout documents on-line were supposed to have been updated by April 15 with the new data elements. But I download a new version of the docs on May 4th, at ist has not bee updated since 8/11/2008.

   RESPONSE: The existing 030 file layout will not change.

9. DOLI/DCR) When is the Vendor 030a report going to be available? We have to have that information well before July 1, to do the matching and be able to start submitting CARS payments with the Standard Vendor Name as of that same date.

   RESPONSE: We are still working with the agencies to finalize the layout. We are working with CGI on the changes that are needed in eVA in order to have the new fields such as VLIN, etc. As soon as we have an estimated target date, we

will inform the agencies. We expect to have the data available in early to mid June.

10.   (VDSS) 030 Report files – transfer
   - Will these files be sent to agencies same as the current 030REPORT file?
     o   Using DGS Java client secure transfer process?
     o   Schedule for sending
   - Content – will these be the full export of all vendors each time?
   - What is the naming specification for these files?

   RESPONSE:
   - Yes, agencies may receive the different variations of the 030 files (we are calling them the 030x files) using the DGS Java client secure transfer process.
   - The 030 files will be available each day by 6:30 AM.
   - The existing 030 file includes all active vendors. There is a companion file known as the 030 "deleted" file which has vendors that are not active
   - The 030x files include all vendors and each record will include a status field to distinguish between vendors that are active in eVA and those that are not.
   - The current file names are 030Report.txt and 030ReportDeleted.txt.

   DGS/DPS Follow up Question for the agencies: Do you want to use similar naming conventions such as 030AReport.txt, 030BReport.txt, etc.? Or if the length of the file name is not an issue, an alternative naming convention could be 030VndrAddr.txt, 030VndrBusType.txt, 030VndrCommodityCd.txt, and 030VndrSrvcArea.txt.

11.   (VDSS) 030 Report files – data elements
   Looking at the online Vendor Data Model on VITA's web site, there appear to be some data elements that could be helpful to set up agency vendor data. These are not in the 030 Report files. We are still exploring the need for these but here are some possibilities.
   - **Registration Type Code - Self-Registered** vs **State-Entered** vendor status
     o   Will State-Entered vendors be in this table?
     o   How will this be determined in 030 files?
   - **Headquarters Flag** – how will this be determined in 030 files?
   - **Principal Address Location Flag** – how will this be determined in 030 files?
   - **Principal VLIN** – will this be in the Principal Address 030A location file?

   RESPONSE:
   - **Registration Type Code** issue does not apply for July 1 and the technical design has not been completed in eVA for state-entered vendors. On July 1, all vendors in eVA are Self-Registered.
   - **Headquarters Flag** - We will add this flag to the 030x files. Good suggestion.

- **Principal Address Location Flag** – This field is in the data standard but not a field in eVA at this time. The intent of the flag was for agencies that may keep more than one address by address type. Currently in eVA, there is one active address per address type, such as one ordering address, one payment address, one solicitation address, etc.
- **Principal VLIN** – an assumption is made that the question is about the Parent VLIN (Parent Vendor Location Identification Number). We will add this field to the 030x files. Another good suggestion.

12.   (VDSS) "Standard Names" – need clarification and where they are/will be
- **Vendor Standard Name**
  - Assume it is the existing 030 Report **lgl_nm**
  - Where and in which 030 file(s)?
- **Vendor Location Standard Name**
  - Where and in which 030 file(s)?
- **Vendor Location Name** (Trading As or Doing Business As Name)
  - Where and in which 030 file(s)

RESPONSE: The terms **Vendor Standard Name** and **Vendor Location Standard Name** have the same meaning. All procurement vendor data is maintained at the vendor ordering location level. A standard name at the vendor ordering location level may be called a Vendor Standard Name or a Vendor Location Standard Name.   In the 030 file, the field is named LGL_NM. In the 030x files, the field is currently documented as the third field on the each file.

Vendor Location Name- will be added to the 030x files.

13.   Is DGS validating the information that a self registered vendor enters into eVA to ensure it is correct?

RESPONSE: eVA will validate the W9 name and Tax ID with the IRS eService utility. Other data will be validated for format (e.g. phone numbers, email addresses and valid State codes).

14.   In instances where there is a "parent" vendor with multiple "children", can there be more than one remit to address?

RESPONSE: Yes, each vendor location may have a remit to addresses. Each remit to address will include a DOA suffix. Initially eVA will have one remit to address for each vendor location. After July 1, we will work on multiple remit to addresses for each vendor location.

15.   (UVA) The 030 file has a field called ADDR_EMAIL, but I don't see it in the

030A file. Could it be added please?

RESPONSE: Yes, we will add the email address. We will also provide the first and last name of the contact person associated with the email address.

16.   (UVA) A previous response mentioned "parent eVA vendor ID".   Where is this, and how is it to be used?

RESPONSE: Currently in eVA each vendor location is assigned an eVA vendor ID that is on the 030 files in the EVA_CUST_CD field. A vendor location can be a headquarters or parent location. The "children" vendor location information in eVA includes a field for a parent eVA account code. The parent eVA account code is not on the existing 030 file and will be added to the new 030x files.

This parent eVA account code may be used to identify all children accounts for a given parent account. However, going forward, the Vendor Data Standard calls for use of the Virginia Vendor Location Identification Number (VLIN) and a Parent Vendor Location Identification Number (PVLIN) for this purpose. The VLIN and Parent VLIN are not the same as the eVA account code. The VLIN codes are being added to eVA and will be assigned to meet the Data Standard for July 1st. These values will be included on the 030x files.

17.   (UVA) A previous response mentioned "Agencies and Institutions will be provided the Headquarters location as well as any other location. So payments can be made to the Headquarters Location Standard Name".   Does this mean we can show orders and payments to Media General, which is currently our vendor name and payee name, rather than Richmond Times?

RESPONSE: The vendor name and payee name that Agencies and Institutions will use will be based on the Vendor Location selected from the eVA vendor data. For the example of Media General, if this vendor establishes a "Richmond Times" location in their account and then Agencies and Institutions must use the Location Standard Name stored with this location which would probably be "Richmond Times" and not "Media General". Vendors will be allowed to have different standard names for each Location but the desired name, if different than the Headquarters, must be validated with separate W-9 information and verification with the IRS.

18.   (UVA) What are the differences between IRS and CARS regarding special characters, and do we need to do anything internally to accommodate that?

RESPONSE:

CARS allows: -0123456789ABCDEFGHIJKLMNOPQRSTUVWXYZ/&,.#*%@$'
IRS allows: -0123456789ABCDEFGHIJKLMNOPQRSTUVWXYZ&

In eVA there are separate W-9 and Location Standard Name fields captured. The W-9 name will conform to IRS edits and the Location Standard Name will conform to CARS edits. Agencies and Institutions may have to make internal changes to comply with the Vendor Data Standard for exchange of vendor data on payment and purchase transactions.

19.   We have a lot of vendor names longer than 40 characters.   Could the standard name be longer and then also carry an abbreviated version for CARS, or simply truncate it to 40?

       RESPONSE: No. The name on CARS data and data reported to APA must be the same as the standard name recorded in eVA.

20.   (UVA) We are having trouble understanding the structure and relationships of TIN, parent-VLIN, and VLIN. Could we get examples of the 030A file for a TIN that has multiple dba/trading-as names, and a TIN with one name but multiple locations.

       RESPONSE: Examples will be posted separately from these questions and answers..

21.   (UVA) You have said that the new eVA vendor data will be available no later than June 25th. Will a test file be available prior that?

       RESPONSE: A spreadsheet of standard names has been made available in the "Reports and Documents" tool of eVA on the 'Advanced Tools' page within the "Vendor Reports" channel.

22.   (DRS) Are there any plans to add the VLIN and DOA Suffix to the hardcopy purchase order?

       RESPONSE: These fields will not be available by July 1. A separate needs analysis effort will need to take place to add these fields to the hardcopy PO. In the interim, the existing A/P order lookup report will be modified to include these fields. This report already has all the information necessary to support invoice processing by A/P staff. and can be made available to this staff at any time.